



## **SOUTHWEST CENTER FOR LANGUAGE**

4201 Medical Dr. Suite 250

San Antonio, Texas 78229

### **Testing Registration Instructions**

1. Fill out Testing Registration Form (TRF). (One language per form.)
2. Acquire CLPM's Signature. (Examinees will NOT be scheduled without this signature.)
3. Fax your TRF along with a completed **DA Form 4187** to 210-617-2652.
4. TRFs must be received **30 days** prior to the examinee's DLPT testing deadline.
5. Upon receipt of your TRF, you will be notified via **email** of your test time and date.  
(Please make sure that all email addresses are correct.)
6. Once you receive the email, you must respond and confirm your scheduled date within **2 Business Days** or your registration will be cancelled.
7. If you must cancel your reservation, please do so **in writing** and **48 hours** prior to your scheduled date. If you need to reschedule, please be aware that the next date available may exceed your testing deadline.
8. Examinees should arrive at the testing site **15 minutes prior** to their test start time. If examinees are late, they will be referred to their CLPM for rescheduling.
9. Examinees are to report to SCFL in appropriate "**civilian**" attire. **NO UNIFORMS.**
10. The test location is 4201 Medical Dr. Suite 250, San Antonio, Tx. 78229.
11. Testing POCs:
  - a. Test Administrator Andri Guerra 210-617-2650 x 1750
  - b. Test Administrator John Phillips 210-617-2650 x 2679

**Please adhere to all the rules above. Testing slots are filled on a first-come/first-serve basis.**

Updated: 08/03/06